

Sanitized - Approved For Release CIA-RDP84-00177A000100120013-6

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Chief, Administrative Services Division DATE: 8 January 1951
 FROM : Chief, Transportation Branch
 SUBJECT: Monthly Report of Transportation Activities - December 1950

The following report of activities of the Transportation Branch during the month of December is submitted pursuant to your request.

1. Truck Operations:

The following truck operations were performed during the month:

25X1A6a

172 local hauls in and around Washington

2. Que Building Motor Pool Operations:

613 total trips made
 30.6 average number of trips per day
 10,117 total miles operated
 505.8 average miles per day
 5.8 average number of cars in pool per day
 16.5 average miles per trip
 73.2 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per day</u>
October	15,830	1333	719.5
November	12,929	951	615.6
December	10,117	613	505.8

During the month the shuttle service between CIA buildings and the Pentagon carried a total of 12,342 passengers, an average of 617 per day.

3. Following is a report of the activities of the [REDACTED] Garage: 25X1A6a

(1) During the month seven (7) vehicles were completely checked, tuned, etc., on the "Rotation" plan.

Document No. <u>004</u>	Repair Jobs	- 45
NO CHANGE in Class.	*Labor	- \$641.00
<input checked="" type="checkbox"/> DECLASSIFIED	Parts	- \$383.29
Class. CHANGED TO: TS S	Repair Jobs performed outside	- 3
DDA Memo, 4 Apr 77	Labor	- \$78.00
Auth: DDA REG. 77/1783	Parts	- \$81.00

Date: 28 MAR 1978 By: 028
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Maintenance Work		- 67
*Labor	- \$395.25	
Parts	- 26.53	

*Work performed by Mechanics

Maintenance Work (performed by Mechanic's Helpers)	
Cars washed	222
Cars lubricated	66
Other service jobs	81

The total value of labor performed by the mechanics in the garage during the month was \$1036.25, compared with their salaries of \$1021.00, indicating a saving of \$15.25. The value of labor performed by the Mechanic's Helpers was \$851.30, compared with salaries of \$816.64, indicating a saving of \$34.66, an overall saving of \$49.91 for the month.

25X1A6a The Transportation Branch arranged for the driving of two (2) passenger vehicles from Washington, D. C. to New York, New York during the month on behalf of [REDACTED]. The mechanics and mechanic's helpers in the [REDACTED] Garage serviced these vehicles and roadtested them before they were dispatched to destination. 25X1A6a

4. Fifty-two (52) passenger cars operated 45,096 miles; thirty-six (36) trucks operated 21,378 miles, while five (5) buses operated 10,129 miles, a grand total of 76,603 miles.

5. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Rail Reservations	56
Airline Reservations	36
Steamship Reservations	3
Hotel Reservations	7
Fare Quotations	151
Persons Processed Overseas	5
Domestic Travelers	49
Transportation Requests	97

[REDACTED] 25X1A6a

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Chief, Administrative Services Division DATE: 6 December 1950

FROM : Chief, Transportation Branch

SUBJECT: Monthly Report of Transportation Activities - November 1950

The following report of activities of the Transportation Branch during the month of November is submitted pursuant to your request.

1. Truck Operations:

The following truck operations were performed during the month:



25X1A6a

186 local hauls in and around Washington

2. Que Building Motor Pool Operations:

951 total trips made
 45.2 average number of trips per day
 12,929 total miles operated
 615.6 average miles per day
 7.3 average number of cars in pool per day
 13.6 average miles per trip
 63.0 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per Day</u>
September	15,977	1435	798.8
October	15,830	1333	719.5
November	12,929	951	615.6

During the month the shuttle service between CIA buildings and the Pentagon carried a total of 12,704 passengers, an average of 605 per day.

3. Following is a report of the activities of the Garage: 25X1A6a

- (1) During the month twelve (12) vehicles were completely checked, tuned, etc., on the "Rotation" plan.

Repair Jobs - 43
 *Labor - \$320.00
 Parts - \$446.72

Repair Jobs performed outside - 9
 Labor - \$149.75
 Parts - \$76.50

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Maintenance Work	- 103
*Labor	- \$655.25
Parts	- 18.02

*Work performed by Mechanics

Maintenance Work (performed by Mechanic's Helpers)	
Cars lubricated	83
Cars washed	203
Other service jobs	87

The total value of labor performed by the mechanics in the garage during the month was \$1475.25, compared with their salaries of \$1021.00, indicating a saving of \$454.25. The value of labor performed by the Mechanic's Helpers was \$950.05 compared with salaries of \$816.64, indicating a saving of \$133.41 an overall saving of \$537.66 for the month.

The Transportation Branch arranged for the driving of six (6) passenger vehicles and three (3) trucks from Washington, D. C. to New York, N.Y. during the month on behalf of [REDACTED]. The mechanics and mechanic's helpers in the [REDACTED] Garage serviced these vehicles and roadtested them before they were dispatched to destination.

4. Fifty-three (53) passenger cars operated 49,428 miles; thirty-six (36) trucks operated 21,480 miles, while five (5) buses operated 11,593 miles, a grand total of 82,501 miles.

5. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Rail Reservations	36
Airline Reservations	39
Steamship Reservations	10
Hotel Reservations	11
Fare Quotations	143
Persons Processed Overseas	12
Domestic Travelers	72
Transportation Requests	105

25X1A9a

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 6 November 1950

FROM : Chief, Transportation Branch

SUBJECT: Monthly Report of Transportation Activities - October 1950

The following report of activities of the Transportation Branch during the month of October is submitted pursuant to your request.

1. Truck Operations:

The following truck operations were performed during the month:



25X1A6a

173 local hauls in and around Washington

2. Que Building Motor Pool Operations:

1333 total trips made
 60.6 average number of trips per day
 15,830 total miles operated
 719.5 average miles per day
 8.8 average number of cars in pool per day
 11.8 average miles per trip
 54.4 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per Day</u>
August	16,363	1496	711.4
September	15,977	1435	708.8
October	15,830	1333	719.5

During the month the shuttle service between CIA buildings and the Pentagon carried a total of 11,641 passengers, an average of 529 per day.

3. Following is a report of the activities of the [REDACTED] Garage: 25X1A6a

(1) During the month thirteen (13) vehicles were completely checked, tuned, etc., on the "Rotation" plan.

Repair Jobs	-	52
*Labor	-	\$934.70
Parts	-	\$598.29
Repair Jobs performed outside	-	\$110.90
Labor	-	\$71.00
Parts	-	\$71.00

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Maintenance Work	-	83
*Labor	-	\$703.75
Parts	-	17.34

*Work performed by Mechanics

Maintenance Work (performed by Mechanic's Helpers)	
Cars lubricated	87
Cars washed	170
Other service jobs	92

The total value of labor performed by the mechanics in the garage during the month was \$1638.45, compared with their salaries of \$1021.00 indicating a saving of \$617.45. The value of labor performed by the Mechanic's Helpers was \$994.15 compared with salaries of \$816.64, indicating a saving of \$177.51 an overall saving of \$794.96 for the month.

The Transportation Branch arranged for the driving of one (1) passenger vehicle from Washington, D. C. to New York, N. Y. during the month on behalf of [REDACTED]. The mechanics and mechanic's helpers in the [REDACTED] Garage serviced this vehicle and roadtested it before it was dispatched to destination.

4. Fifty-three (53) passenger cars operated 62,728 miles; thirty-six (36) trucks operated 26,962 miles while five (5) buses operated 10,778 miles, a grand total of 100,468 miles.

5. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Rail Reservations	30
Airline Reservations	44
Steamship Reservations	4
Hotel Reservations	16
Fare Quotations	131
Persons Processed Overseas	11
Domestic Travelers	31
Transportation Requests	100

25X1A9a

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STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 4 October 1950

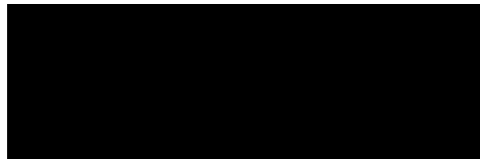
FROM : Chief, Transportation Branch

SUBJECT: Monthly Report of Transportation Activities - September 1950

The following report of activities of the Transportation Branch during the month of September is submitted pursuant to your request.

1. Truck Operations:

The following truck operations were performed during the month:



25X1A6a

169 local hauls in and around Washington

2. Que Building Motor Pool Operations:

1435 total trips made
71.7 average number of trips per day
15,977 total miles operated
798.8 average miles per day
8.1 average number of cars in pool per day
11.1 average miles per trip
50.0 average time per trip ||

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per Day</u>
July	14,574	1379	728.7
August	16,363	1496	711.4
September	15,977	1435	798.8

During the month the shuttle service between CIA buildings and the Pentagon carried a total of 12,551 passengers, an average of 627.5 per day. ||

3. Following is a report of the activities of the [REDACTED] Garage: 25X1A6a

(1) During the month eight (8) vehicles were completely checked, tuned, etc. on the "Rotation" plan.

Repair Jobs	-	22
*Labor	- \$533.50	
Parts	- \$176.28	

Repair Jobs performed outside-	5
Labor	- \$ 37.54
Parts	None

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Maintenance Work	- 69
*Labor	- \$577.75
Parts	- 92.12

*Work performed by Mechanics

Maintenance Work (performed by Mechanic's Helpers)	
Cars washed	241
Cars lubricated	76
Other service jobs	96

The total value of labor performed by the mechanics in the garage during the month was \$1111.25, compared with their salaries of \$1021.00 indicating a saving of \$90.25. The value of labor performed by the Mechanic's Helpers was \$921.60 compared with salaries of \$816.64, indicating a saving of \$104.96 an overall saving of \$195.21 for the month.

25X1A6a

The Transportation Branch arranged for the driving of one (1) passenger vehicle from Washington, D. C. to New York, N. Y. during the month on behalf of [REDACTED]. The mechanics and mechanic's helpers in the [REDACTED] Garage serviced this vehicle and roadtested it before it was dispatched to destination.

25X1A8a

4. Fifty-four (54) passenger cars operated 48,642 miles; thirty-four (34) trucks operated 27,698 miles while five (5) buses operated 8,668 miles, a grand total of 85,008 miles.

5. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Rail Reservations	25
Airline Reservations	45
Steamship Reservations	11
Hotel Reservations	20
Fare Quotations	195
Persons Processed Overseas	11
Domestic Travelers	80
Transportation Requests	103

25X1A9a

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 6 September 1950

FROM : Chief, Transportation Branch

SUBJECT: Monthly Report of Transportation Activities - August 1950

The following report of activities of the Transportation Branch during the month of August is submitted pursuant to your request.

1. Truck Operations:

The following truck operations were performed during the month:

25X1A6a

188 local hauls in and around Washington

2. Que Building Motor Pool Operations:

1496 total trips made
 65 average number of trips per day
 16,363 total miles operated
 711.4 average miles per day
 9.2 average number of cars in pool per day
 10.9 average miles per trip
 50.0 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per Day</u>
June	18,201	1810	827.3
July	14,574	1379	728.7
August	16,363	1496	711.4

During the month the shuttle service between CIA buildings and the Pentagon carried a total of 11,814 passengers, an average of 513.6 per day.

3. Following is a report of the activities of the [REDACTED] Garage: 25X1A6a

(1) During the month twelve (12) vehicles were completely checked, tuned, etc/. on the "Rotation" plan.

Repair Jobs	-	29
*Labor	-	\$602.75
Parts	-	231.19

Repair Jobs performed outside	-	6
Labor	-	\$ 56.68
Parts	-	43.06

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Maintenance Work	-	76
*Labor	- \$	633.25
Parts	-	93.79

*Work performed by Mechanics

Maintenance Work (performed by Mechanic's Helpers)

Cars washed	223
Cars lubricated	89
Other service jobs	83

The total value of labor performed by the mechanics in the garage during the month was \$1236.00, compared with their salaries of \$1021.00 indicating a saving of \$215.00. The value of labor performed by the Mechanic's Helpers was \$999.20 compared with salaries of \$816.64, indicating a saving of \$182.56, an overall saving of \$397.56 for the month.

25X1A8a

The Transportation Branch arranged for the driving of nineteen (19) passenger vehicles from Washington, D.C. to New York, N.Y. during the month on behalf of [REDACTED]. The mechanics and mechanic's helpers in the [REDACTED] Garage serviced all these vehicles and roadtested them before they were dispatched to destination.

25X1A6a

4. Fifty-four (54) passenger cars operated 56,892 miles; thirty-four (34) trucks operated 24,214 miles while five (5) buses operated 9,892 miles, a grand total of 90,998 miles.

5. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Rail Reservations	15
Airline Reservations	70
Steamship Reservations	5
Hotel Reservations	4
Fare Quotations	211
Persons Processed Overseas	12
Domestic Travelers	39
Transportation Requests	66

25X1A9a

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Office Memorandum

UNITED STATES GOVERNMENT

TO : Chief, Services Division

FROM : Chief, Transportation Branch

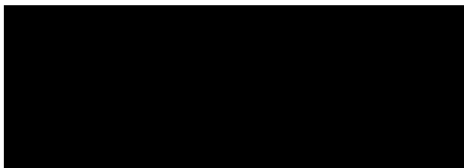
DATE: 8 August 1950

SUBJECT: Monthly Report of Transportation Activities - July 1950

The following report of activities of the Transportation Branch during the month of July is submitted pursuant to your request.

1. Truck Operations:

The following truck operations were performed during the month:



25X1A6a

182 local hauls in and around Washington

2. Que Building Motor Pool Operation:

1379 total trips made
 68.9 average number of trips per day
 14574 total miles operated
 728.7 average miles per day
 9.9 average number of cars in pool per day
 10.5 average miles per trip
 53.1 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per Day</u>
May	17,221	1823	782.7
June	18,201	1810	827.3
July	14,574	1379	728.7

During the month the shuttle service between CIA buildings and the Pentagon carried a total of 9773 passengers, an average of 488.6 per day.

3. Following is a report of the activities of the [REDACTED] Garage:

25X1A6a

(1) During the month seven (7) vehicles were completely checked, tuned, etc., on the "Rotation" plan.

Repair Jobs	-	32
*Labor	- \$540.50	
Parts	- \$198.23	

Repair Jobs performed outside	-	4
Labor	- \$78.60	
Parts	- \$172.92	

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Maintenance Work	-	88
*Labor	-	\$682.00
Parts	-	\$109.51

*Work performed by Mechanics

Maintenance Work (performed by Mechanic's Helpers)

Cars washed	-	213
Cars lubricated	-	81
Other service jobs	-	73

The total value of labor performed by the mechanics in the garage during the month was \$1222.50, compared with their salaries of \$1021.00 indicating a saving of \$201.50. The value of labor performed by the Mechanic's helpers was \$852.75 compared with salaries of \$816.64, indicating a saving of \$36.11, an overall saving of \$237.61 for the month.

During the month of July the Transportation Branch picked up thirty one (31) vehicles from the Federal Supply Bureau on behalf of [REDACTED] This involved sending mechanics and/or mechanics helpers out at eleven different times to perform this duty. Of the 31 picked up it was necessary to take 27 of them uptown for installation of seat covers and upon completion send the drivers out again to return the cars to the [REDACTED] Garage. Included in these 31 vehicles were 8 Plymouths and 3 Willys Jeeps which were serviced by [REDACTED] of Washington, Inc., respectively and necessitated our driving these vehicles to and from those places for necessary servicing.

The Transportation Branch also arranged for the driving of two (2) buses, ten (10) trucks and thirty two (32) passenger vehicles from Washington to New York during the month. The mechanics and mechanics helpers in the [REDACTED] Garage serviced most of these vehicles and roadtested all the passenger vehicles before they were dispatched to their destination.

4. Fifty four (54) passenger cars operated 57,029 miles; thirty four (34) trucks operated 20,811 miles while five (5) buses operated 8,450 miles, a grand total of 86,290 miles.

5. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Rail Reservations	-	19
Airline reservations		61
Steamship reservations		0
Hotel reservations		3
Fare quotations		171
Persons processed overseas		9
Domestic travelers		26
Transportation Requests		65

25X1A9a

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 7 July 1950

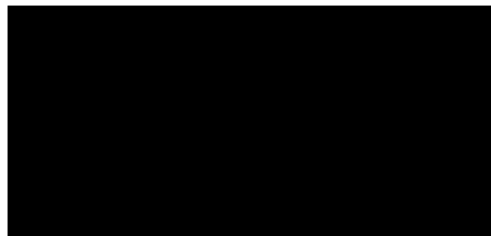
FROM : Chief, Transportation Branch

SUBJECT: Monthly Report of Transportation Activities - June 1950

The following report of activities of the Transportation Branch during the month of June is submitted pursuant to your request.

1. Truck Operations:

The following truck operations were performed during the month:



25X1A6a

187 local hauls in and around Washington

2. Que Building Motor Pool Operation:

1810 total trips made
 82.3 average number of trips per day
 18201 total miles operated
 827.3 average miles per day
 12.3 average number of cars in pool per day
 10.4 average miles per trip
 48.4 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per Day</u>
April	13,825	1412	691.2
May	17,221	1823	782.7
June	18,201	1810	827.3

During the month the shuttle service between CIA buildings and the Pentagon carried a total of 10,693 passengers, an average of 486 per day.

25X1A6a

3. Following is a report of the activities of the [REDACTED] Garage:

(1) During the month five (5) vehicles were completely checked, tuned, etc., on the "Rotation" plan.

Repair Jobs - 49
 *Labor - \$882.50
 Parts - 243.92

Repair Jobs performed outside - 1
 Labor - \$ 15.90
 Parts - 8.90

Maintenance Work	- 112
*Labor	- \$769.00
Parts	103.87

*Work performed by Mechanics

Maintenance Work (performed by Mechanic's Helpers)

Cars washed	- 232
Cars lubricated	- 93
Other service jobs	- 84

The total value of labor performed by the mechanics in the garage during the month was \$1651.50, compared with their salaries of \$1021.00, indicating a saving of \$630.50. The value of labor performed by the Mechanic's Helpers was \$960.75 compared with salaries of \$612.48, indicating a saving of \$348.27 or an overall saving of \$978.77 for the month.

4. Fifty-one (51) passenger cars operated 55,263 miles; thirty-four (34) trucks operated 21,984 miles while five (5) buses operated 7,354 miles, a grand total of 84,601 miles.

5. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Rail Reservations	- 26
Airline reservations	- 25
Steamship reservations	- 11
Hotel reservations	- 2
Fare quotations	- 168
Persons processed overseas	- 16
Domestic travelers	- 26
Transportation Requests	- 79

25X1A9a

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 5 June 1950

FROM : Chief, Transportation Branch

SUBJECT: Monthly Report of Transportation Activities - May 1950

The following report of activities of the Transportation Branch during the month of May is submitted pursuant to your request.

1. Truck Operations:

The following truck operations were performed during the month:

219 local hauls in and around Washington

25X1A6a

2. Que Building Motor Pool Operations:

1823 total trips made
 82.8 average number of trips per day
 17,221 total miles operated
 782.7 average miles per day
 12.6 average number of cars in pool per day
 9.4 average miles per trip
 45.7 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per Day</u>
March	14,972	1730	650.9
April	13,825	1412	691.2
May	17,221	1823	782.7

During the month the shuttle service between CIA Buildings and the Pentagon carried a total of 10,582 passengers, an average of 481 per day.

3. Following is a report of the activities of the Garage:

25X1A6a

(1) During the month seven (7) vehicles were completely checked, tuned, etc., on the "Rotation" plan.

Repair Jobs		- 29
*Labor	- \$568.00	
Parts	- 395.26	
Repair Jobs performed outside		- 7
Labor	- \$185.00	
Parts	- 24.80	
Maintenance Work		- 116
*Labor	- \$1008.00	
Parts	- 69.32	

*Work performed by Mechanics

Maintenance Work (Performed by Mechanic's Helpers)

Cars washed	- 244
Cars lubricated	- 88
Other service jobs	- 63

The total value of labor performed by the Mechanics in the garage during the month was \$1676.00, compared with their salaries of \$1021.00 indicating a saving of \$555.00. The value of labor performed by the Mechanic's Helpers was \$853.25 compared with salaries of \$612.48, indicating a saving of \$240.77 an overall saving of \$795.77 for the month.

4. Fifty one (51) passenger cars operated 55,041 miles; thirty four (34) trucks operated 20,029 miles while five (5) buses operated 11,449 miles, a grand total of 86,519 miles.

5. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Rail Reservations	- 35
Airline Reservations	- 38
Steamship Reservations	- 1
Hotel Reservations	- 6
Fare Quotations	- 181
Persons Processed overseas	- 8
Domestic Travelers	- 41
Transportation Requests	- 100



25X1A9a

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

FROM : Chief, Transportation Branch

SUBJECT: Monthly Report of Transportation Activities - April 1950

DATE: 4 May 1950

The following report of activities of the Transportation Branch during the month of April is submitted pursuant to your request.

1. Truck Operations:

The following truck operations were performed during the month:

25X1A6a

187 local hauls in and around Washington

2. Que Building Motor Pool Operations:

1412 total trips made
 70.6 average number of trips per day
 13,825 total miles operated
 691.2 average miles per day
 10.7 average number of cars in pool per day
 9.8 average miles per trip
 45.8 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per Day</u>
February	12,046	1409	634
March	14,972	1730	650.9
April	13,825	1412	691.2

During the month the shuttle service between CIA Buildings and the Pentagon carried a total of 8903 passengers, an average of 445.1 per day.

3. Following is a report of the activities of the [REDACTED] Garage:
- (1) During the month eighteen (18) vehicles were completely checked, tuned, etc., on the "Rotation" plan.

25X1A6a

Repair Jobs.	- 30 ✓
*Labor	- \$844.00
Parts	- 389.27
Repair Jobs performed outside	- 6
Labor	- \$124.15
Parts	- 170.58
Maintenance Work	- 68 ✓
*Labor	- \$311.25
Parts	- 68.99

Maintenance Work (Performed by Mechanic's Helpers)

Cars washed	- 149
Cars lubricated	- 67
Other service jobs	- 97

The total value of labor performed by the Mechanics in the garage during the month was \$1155.26, compared with their salaries of \$1021.00 indicating a saving of \$134.26. The value of labor performed by the Mechanic's Helpers was \$919.50 compared with salaries of \$612.48, indicating a saving of \$307.02 an overall saving of \$441.27 for the month.

4. Fifty one (51) passenger cars operated 49,924 miles; thirty four (34) trucks operated 20,440 miles while four (4) buses operated 11,040 miles, a grand total of 81,404 miles.

5. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Rail Reservations	- 52
Airline Reservations	- 23
Steamship Reservations	- 6
Hotel Reservations	- 1
Fare Quotations	- 214
Persons Processed overseas	- 7
Domestic Travelers	- 33
Transportation Requests	- 111



25X1A9a

Sanitized - Approved For Release : CIA-RDP54-00177A000100120013-6
Office Memorandum • UNITED STATES GOVERNMENT

TO Chief, Services Division
 FROM Chief, Transportation Branch
 SUBJECT Monthly Report of Transportation Activities - March 1950

DATE: 5 April 1950

The following report covering activities of the Transportation Branch during the month of March is submitted pursuant to your request.

1. Truck operations:

The following truck operations were performed during the month:

204 local hauls in and around Washington

2. Que Building Motor Pool Operations:

1730 total trips made
 75.2 average number of trips per day
 14972 total miles operated
 650.9 average miles per day
 11.1 average number of cars in pool per day
 8.6 average miles per trip
 42.8 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per Day</u>
January	13,425	1604	639.2
February	12,046	1409	634
March	14,972	1730	650.9

During the month the shuttle service between CIA Buildings and the Pentagon carried a total of 10,890 passengers, an average of 473.5 per day.

3. Following is a report of the activities of the [REDACTED] Garage:

Repair Jobs	- 29
*Labor	- \$798.00
Parts	- \$725.05
Repair Jobs performed outside	- 4
Labor	- \$69.77
Parts	- 23.42
Maintenance Work	- 88
*Labor	- \$409.50
Parts	- 52.22

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Maintenance Work (Performed by Mechanic's Helpers)


Cars washed	- 188
Cars lubricated	- 79
Other service jobs	- 78

The total value of labor performed by the Mechanics in the garage during the month was \$1207.50, compared with their salaries of \$1021.00 indicating a saving of \$186.50. The value of labor performed by the Mechanic's Helpers was \$815.50 compared with salaries of \$612.48, indicating a saving of \$203.02 an overall saving of \$389.52 for the month.

4. Forty eight (48) passenger cars operated 47,815 miles; thirty four (34) trucks operated 25,999 miles while four (4) buses operated 9,001 miles, a grand total of 82,815 miles.

5. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Rail Reservations	- 53
Airline Reservations	- 8
Steamship Reservations	- 6
Hotel Reservations	- 5
Fare Quotations	- 183
Persons Processed Overseas	- 7
Domestic Travelers	- 38
Transportation Requests	- 105



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Sanitized - Approved For Release : CIA-RDP54-00177A000100120013-6

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

FROM : Chief, Transportation Branch

DATE: 2 March 1950

SUBJECT: Monthly Report of Transportation Activities - February 1950

The following report covering activities of the Transportation Branch during the month of February is submitted pursuant to your request.

1. Truck operations:

The following truck operations were performed during the month:

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179 local hauls in and around Washington

2. Que Building Motor Pool Operations:

1409 total trips made
 74.1 average number of trips per day
 12046 total miles operated
 634 average miles per day
 12.4 average number of cars in pool per day
 8.5 average miles per trip
 41.7 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per Day</u>
December	10,430	1312	496.6
January	13,425	1604	639.2
February	12,046	1409	634

During the month the shuttle service between CIA Buildings and the Pentagon carried a total of 9485 passengers, an average of 499.2 per day.

3. Following is a report of the activities of the [REDACTED] Garage:

Repair Jobs	- 34
*Labor	- \$517.50
Parts	- 165.09

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Repair Jobs performed outside	- 7
Labor	- \$97.71

Maintenance Work	- 94
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*Labor	- \$988.50
Parts	- 21.88

*Work performed by Mechanics

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Maintenance Work (Performed by Mechanic's Helpers)

Cars washed	- 169
Cars lubricated	- 71
Other service jobs	- 64

The total value of labor performed by the Mechanics in the garage during the month was \$1506.00 compared with their salaries of \$1021.00 indicating a saving of \$485.00. The value of labor performed by the Mechanic's Helpers was \$654.15 compared with salaries of \$612.48, indicating a saving of \$41.67 an overall saving of \$526.67 for the month.

4. Forty three (43) passenger cars operated 39,942 miles; thirty one (31) trucks operated 19,694 miles while four (4) buses operated 8,224 miles, a grand total of 67,860 miles.

5. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Rail Reservations	- 42
Airline Reservations	- 8
Steamship Reservations	- 2
Hotel Reservations	- 2
Fare Quotations	-131
Persons Processed Overseas	- 2
Domestic Travelers	- 41
Transportation Requests	-103



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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 2 February 1950

FROM : Chief, Transportation Branch

SUBJECT: Monthly Report of Transportation Activities - January 1950

The following report covering activities of the Transportation Branch during the month of January is submitted pursuant to your request.

1. Truck operations:

The following truck operations were performed during the month:

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192 local hauls in and around Washington

2. Que Building Motor Pool Operations:

1604 total trips made
 76.3 average number of trips per day
 13,425 total miles operated
 639.2 average miles per day
 12 average number of cars in pool per day
 8.4 average miles per trip
 41.1 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per Day</u>
November	9907	1237	495.3
December	10,430	1312	496.6
January	13,425	1604	639.2

During the month the shuttle service between CIA Buildings and the Pentagon carried a total of 10,631 passengers, an average of 506.2 per day.

3. Following is a report of the activities of the [REDACTED] Garage:

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Repair Jobs	- 62
*Labor	- \$935.50
Parts	- 849.37
Repair Jobs performed outside	- 3
Labor	- \$ 78.35
Parts	1.50
Maintenance Work	- 51
*Labor	- \$305.75
Parts	22.12

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*Work performed by Mechanics

Maintenance Work (Performed by Mechanic's Helpers)

Cars washed	- 173
Cars lubricated	- 78
Other service jobs	- 72
	<u>323</u>

The total value of labor performed by the Mechanics in the garage during the month was \$1241.25 compared with their salaries of \$1021.00 indicating a saving of \$220.25. The value of labor performed by the Mechanic's Helpers was \$685.90 compared with salaries of \$612.48, indicating a saving of \$73.42 an overall saving of \$293.67 for the month.

4. Forty five (45) passenger cars operated 41,542 miles; thirty one (31) trucks operated 17,441 miles while four (4) buses operated 7,648 miles, a grand total of 66,631 miles.

5. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Rail Reservations	- 42
Airline Reservations	- 67
Steamship Reservations	- 6
Hotel Reservations	- 6
Fare Quotations	- 179
Persons Processed Overseas	- 21
Domestic Travelers	- 42
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